

WATER CONSERVATION REPRESENTATIVE

Class Definition

Under supervision, advises citizens in the identification and use of water conservation measures; enforces water conservation regulations.

Distinguishing Characteristics

A Water Conservation Representative performs journey level duties in the field of water conservation in the Water Division of the Department of Public Utilities. Reporting to the Water Conservation Supervisor, incumbents perform a variety of duties involving extensive public contact, such as, advising citizens on various water conservation measures and provisions of the Fresno Municipal Code and taking action by instructing the public in the use of water conservation measures. Incumbents may be assigned to work any eight (8) hour shift and may be required to work holidays and weekends.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Solicits community participation, input and support in identifying conditions that contribute to water wastage.

Schedules, prepares for, and makes presentations to citizen groups, businesses, students and homeowners on water conservation practices and techniques.

Enforces municipal water conservation regulations; issues verbal warnings and written notices of violations; and completes required reports on enforcement activities.

Compiles statistics and prepares periodic reports as required.

Assists citizens by explaining the Water Conservation Program and methods of eliminating or reducing water wastage.

Performs general clerical work, including operating office machines, radio pagers and 2-way radios.

Receives and responds to citizens' inquiries; provides general assistance or directions as appropriate.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of sprinkling and irrigation devices used in water efficient landscapes.

Knowledge of the geography of the city of Fresno.

Knowledge of Water Conservation Program goals, objectives, and functions.

Ability to speak in front of an audience and conduct informational presentations to the public.

Ability to explain regulations clearly and concisely to the public.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

One year of paid experience which involved a substantial amount of public contact.

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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